

## AGENDA

### COMMITTEE ON HUMAN RESOURCES/INSURANCE

**October 5, 2004**

**Aldermen Shea, Sysyn,  
DeVries, Garrity, Forest**

**5:30 PM**

**Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)**

1. Chairman Shea calls the meeting to order.
2. The Clerk calls the roll.
3. Communication from Virginia Lamberton, Director of Human Resources, requesting authorization to reimburse a candidate for the Economic Development Director position in the event the City was requested to do so.  
**Ladies and Gentlemen, what is your pleasure?**
4. Communication from Virginia Lamberton, Director of Human Resources, relative to a request of the Public Health Director for changes in School Health staffing.  
**Ladies and Gentlemen, what is your pleasure?**
5. Communication from Virginia Lamberton, Director of Human Resources, submitting a proposed tuition reimbursement policy for non-affiliated employees.  
**Ladies and Gentlemen, what is your pleasure?**
6. Communication from Virginia Lamberton, Director of Human Resources, submitting proposed revisions to Ordinances 33.081 (4) (a) Sick Leave; 33.079 (H) Vacations; and 33.079 Vacations.  
**Ladies and Gentlemen, what is your pleasure?**

**TABLED ITEM**

**A motion is in order to remove the following item from the table for discussion.**

7. Report from the Human Resources Director relative to a bonus system, if available.  
*(Tabled 04/06/2004 pending report from Quality Council advising of status.)*
8. If there is no further business, a motion is in order to adjourn.



# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101-4000  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



September 28, 2004

Alderman Bill Shea, Chairperson  
Human Resources and Insurance Committee  
City of Manchester  
City Hall  
Manchester, New Hampshire 03101

Re: Request for Authorization To Pay Moving Expenses

Dear Alderman Shea and Members of the Committee:

The City has commenced recruitment for a new Economic Development Director. The position has been announced nation wide to ensure that we get as much exposure as possible. The advertisements thus far have already sparked interest from highly qualified candidates.

In the event that an individual is selected who resides in another state, I am asking for the Board's permission to be able to reimburse the individual for moving and travel expenses. It is my understanding that the City does not normally do this, but since this position is so important to the development of the City, we would not want to loose the perfect candidate because we were unwilling to pay his/her moving expenses.

At this point, I do not know what the expenses might be since we are only in the beginning of the process. However, we would like to be able to tell candidates who call, that the City is willing to negotiate the expenses. I would propose that if you do approve this concept, that we require the individual to get three estimates from qualified licensed movers. The Mayor would then determine which of the estimates was reasonable and authorize payment for same from the MEDO budget. I would also recommend that the individual be required to sign an agreement which would state that if he/she is terminated or resigns prior to at least one year of employment, he/she would be required to reimburse the City for the amount that he/she had been reimbursed.

Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton  
Human Resources Director

Cc: Mayor Baines

2



# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101-4000  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



September 20, 2004

Alderman Bill Shea, Chairperson  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

### Re: Changes in School Health Staffing

Dear Alderman Shea and Members of the Committee:

On August 30, 2004, I received a copy of a request that was forwarded to the Committee by Director Fred Rusczek. The following represents my recommendations:

1. Director Rusczek has requested an increase in the hours for nursing coverage for the Manchester Developmental Pre-school program from 28 to 35 hours per week. I concur with this request.
2. Director Rusczek has requested an increase in the complement of Licensed Practical Nurses from 4 to 6. The increase in the complement appears to be a necessity. However, please see the next section to clarify the actual job titles.
3. Currently our classification system has positions assigned to Specific job titles. What we are asking for here is to be able to fill nursing positions with either a License Practical Nurse or a Registered Nurse dependent upon the availability of same without requesting a reclassification. I strongly recommend that the Board authorize this procedure in order to ensure that we consistently and expeditiously fill positions as they become vacant.

Your favorable approval of the above requests would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton  
Human Resources Director



# CITY OF MANCHESTER

## Department of Health

1528 Elm Street  
Manchester, NH 03101-1350  
Telephone: (603) 624-6466  
FAX: (603) 628-6004  
www.ci.manchester.nh.us

**BOARD OF HEALTH**  
Attorney Robert Christy, Chair  
Nicholas Skaperdas, D.M.D., Clerk  
Sophia Antoniou, M.P.H.  
Richard Friedman, M.D.  
Jazmin Miranda-Smith, M.Ed.

Frederick A. Ruscsek, M.P.H.  
Public Health Director

Richard DiPentima, R.N., M.P.H.  
Deputy Public Health Director

August 27, 2004

William Shea, Chairman, Human Resources & Insurance Committee and Members of  
the Committee  
Board of Mayor & Aldermen  
One City Hall Plaza  
Manchester NH 03101

### Re: Changes in School Health Staffing in Accordance with FY05 School Staffing Needs

Dear Chairman Shea and Members of the Human Resources & Insurance Committee:

The Health Department seeks some changes in its authorized FY05 staffing complement to meet current school health service needs for Manchester's public schools. These changes are consistent with the agreed upon reimbursement from the Manchester School District.

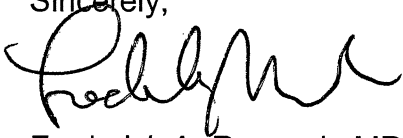
1. Increase the hours of the nurse at the Manchester Developmental Pre-school from 28 to 32.5. This change is necessary so that the current part-time coverage can be expanded to insure that we have a nurse present at all hours that children are on premises and to insure that the nurse is available for meetings with parents and staff in regards to school health matters.
2. Increase authorized complement of Licensed Practical Nurses from 4 to 6. A few years ago, the Health Department changed the staffing pattern for school health services to include licensed practical nurses to assist the school nurse (RN level) in Manchester's larger schools. This model has worked well and has been cost efficient. For FY05 the Manchester School District authorized 2 additional LPN positions to meet the growing needs of the very large high schools and middle schools. In these schools over 100 students per day visit the school nurses' office from health issues that may range from minor first aid to more serious health concerns.
3. Have authorization for flexibility in staffing pattern. Given the shortage of nurses in the current job market, we find it very difficult at times to fill some positions. For the

35.0  
per F.R.

school health program, there is an absolute need to have qualified staff available each and every day. We seek authorization for flexibility in the hiring process so that we can fill positions with the most cost efficient, qualified staff to get the job done. For example, at times we cannot find licensed practical nurses but we have an immediate need to fill the position. Other times we may find that a registered nurse position that was created to meet the nursing needs in a particular school might change when children move on to other schools and a lower level of nursing skills can be employed. Currently, we do not have enough qualified licensed practical nurses to fill our vacant positions, yet we need to have bodies available to provide services to students on a daily basis. We seek authorization to fill these positions with RN level staff when we cannot find qualified LPN's. The department will monitor costs to insure that we stay within our school district appropriation.

The Health Department will continue to examine school health staffing patterns to insure that we provide the most effective, cost efficient school health services that we can.

Sincerely,

A handwritten signature in black ink, appearing to read 'Fred Rusczech', written over a horizontal line.

Frederick A. Rusczech, MPH  
Public Health Director



# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101-4000  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



September 24, 2004

Alderman Bill Shea, Chairperson  
Human Resources and Insurance Committee  
City of Manchester  
City Hall  
Manchester, New Hampshire 03101

Re: Proposed Tuition Reimbursement Policy – Non-Affiliated Employees

Dear Alderman Shea and Members of the Committee:

Recently a situation arose which lead me to do research regarding whether or not there was a policy for tuition reimbursement for non-affiliated employees. Affiliated employees have language in their contracts that provides for tuition reimbursement and levels of reimbursement.

I was able to find a proposal to the Board of Mayor and Aldermen in 1995 for non-affiliated employees regarding salary and benefit improvements. This proposal was submitted by five non-affiliated employees. The proposal was to authorize a maximum of \$850 per employee for approved courses provided the total expenditure would not exceed twenty thousand dollars for FY 96. In addition, the proposal increased the maximum dollars to \$25,000 in FY 97.

During the Yarger Decker Study, it was proposed that the total expenditures be increased significantly (ie 30% for FY 01 and another 15% for FY 02). There was no proposal for the actual amount any employee could receive. However, somehow, \$1060 was put on the G-Drive as the maximum amount a non-affiliated employee could receive. I do not know when that was placed there or by what authority. The budget for this fiscal year is \$29,500 which is considerably less than the amount proposed during the Yarger Decker study.

In order to have a policy that is authorized by the Board, I am proposing the attached policy for your review and approval. As you will note, the maximum reimbursement for a class would continue to be 75% of the cost of the class, books or other fees. I have not

5

September 24, 2004

included a maximum annual allowance because for several years, the non-affiliated employees have utilized less than 50% of their budget. The current \$1060 limit barely provides for an employee to take one and one half courses per year at the under graduate level. And usually, the \$1060 is not sufficient to cover one graduate level course. The attached proposal would require a department head to determine whether or not the proposed course work would be relevant to the employee's duties and responsibilities. If the department head determines that the course(s) or degree program will enhance the knowledge, skills and abilities of the employee for his/her job function, the department head may sign the tuition reimbursement form. Human Resources will also review the request, as long as funds are available and the course work is relevant to the employee's job function, the employee will be reimbursed 75% of the cost of the course. Tuition reimbursements would continue to be on a first come, first serve basis until the funds have been totally expended.

I would be happy to discuss this at greater length and answer any questions the committee might have.

Your favorable approval of this policy would be greatly appreciated.

Respectfully submitted,



Virginia A. Lamberton  
Human Resources Director

Attachment

5



# **DRAFT**

## **Non-Affiliated Employee Tuition Reimbursement Policy**

Non-affiliated employees who have successfully completed their probationary period are eligible for tuition reimbursement. Non-affiliated employees who work less than full-time, are eligible for pro-rated allowances.

Employees requesting tuition reimbursement must complete and submit applications for tuition reimbursement to their supervisor/department head. The supervisor/department head will determine whether or not the course work is relevant to the duties and responsibilities of the employee. If the supervisor/department head determines that the course is appropriate, he/she will sign the tuition reimbursement form and forward same to Human Resources.. The Human Resources Director shall verify that that the course (or degree major) is related to the duties and responsibilities of the employee. Human Resources will also determine whether or not funds are available to pay for the course work.

All tuition reimbursement requests must be submitted to Human Resources prior to the start date of the course/program.

Tuition reimbursement shall be limited to seventy-five percent (75%) of the tuition, books, registration, lab and other fees (excluding parking, late fees, housing and travel expenses).

In order to ensure timely reimbursement, please follow the procedures listed below:

- Receipts should be copies of official school documents, not cancelled checks.
- Initial receipts shall be submitted within thirty (30) days of the start date to be eligible for course or program payments.
- Upon receipt of the receipts, employees shall be reimbursed 50% (fifty) percent of the allowable 75% (seventy-five percent).
- Upon completion of the course, employees shall submit grades directly to Human Resources within thirty (30) days for final reimbursement.
- If an employee does not complete a course/program, or fails the course/program, the employee shall be responsible for reimbursing the City for funds that have already been granted to him/her.
- Documentation should be submitted before the 25<sup>th</sup> of the month prior to the month of expected payment. Payments are normally made by the middle of the next month.

5



# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101-4000  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



September 24, 2004

Alderman Bill Shea, Chairperson  
Human Resources and Insurance Committee  
City of Manchester  
City Hall  
Manchester, New Hampshire 03101

### Re: Proposed Revisions to Ordinances

Dear Alderman Shea and Members of the Committee:

It has been my understanding for the past three plus years, that the Board of Mayor and Aldermen wish to have all employees treated the same as far as benefits, pay and leave time are concerned. As such, I have proposed revisions to the Ordinances that affect non-affiliated employees in order to ensure that the City is consistent in how we treat employees whether affiliated or non-affiliated. Therefore, I have prepared proposed revisions to our current Ordinances that affect non-affiliated employees. As you will note, in June, the proposals were requested by Jennie Angell to the Mayor in her role as the representative for non-affiliated employees. The proposals that I am recommending today are as follows:

#### Ordinance 33.081(4):

This language was originally proposed by the Fire Fighter Supervisors for the contract beginning July 1, 2002 through June 30, 2004. Subsequent to approval of this language, other unions have proposed and agreed to this language as well.

The language simply allows an employee to be paid for additional sick leave upon retirement if he/she does not utilize his/her accrued sick leave.

#### Ordinance 33.079 (H)

This language has been agreed to in the majority of the contracts that have been settled. This language was already in the Firefighters and United Steelworkers contracts effective July 1, 2002.

This language allows employees to increase their maximum accrual of vacation time. It does not increase the actual accrual rates.

6

September 24, 2004

In addition to the amendments proposed above, I am also proposing another amendment to Ordinance 33.079, C. As you will note, this proposal would provide for the ability of an employee to donate vacation time to another employee with the approval of his/her department head or heads if the donation were between departments. Often time employees can not or do not take all of their vacation time. If another employee needed time, the first employee could, with department head approval, receive time from the first employee. There would be no cost to this proposal since time off is already budgeted for all employees.

I will be most willing to review these proposals at our next Human Resources and Insurance Committee meeting.

Your favorable approval of these proposals would be greatly appreciated by the non-affiliated employees.

Respectfully submitted,

A handwritten signature in black ink, reading "Virginia A. Lamberton". The signature is written in a cursive, flowing style.

Virginia A. Lamberton  
Human Resources Director

Attachments

6



## City of Manchester Information Systems Department

100 Merrimack Street  
Manchester, New Hampshire 03101-2210  
Phone (603) 624-6577  
Fax (603) 624-6320  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)

June 8, 2004

Mayor Baines  
One City Hall Plaza  
Manchester, NH 03101

Dear Mayor Baines:

The non-affiliated group wants to thank you for your time and consideration. We understand that the non-affiliated package might be going to the Board of Mayor and Aldermen tonight, June 8<sup>th</sup>. The non-affiliated group would like to take this opportunity to express our preferences. We realize that budgets are tight. Benefit adjustments we are requesting are modest and some, we feel will actually save money in the long run. Some of the items requested are benefits currently provided to other bargaining units.

- Provide the same COLA's that the bargaining units have been getting.
- We would like the following two changes to the sick leave benefit:

"In addition to the 2 personnel days for use of 6 sick leave days or less, a 3<sup>rd</sup> day for use of 1 or less of sick days." This is effectively a no cost item because of the reduced use of sick leave.

"Up to 80 days of accrued sick leave for paid retirement, ... plus ¼ of accrued balance over the 80 days up to 120 days" (This would be a maximum of 10 additional days.) All other sick leave final benefits should remain the same. This could also be a little or no cost item because of the reduced use of sick leave.

- Increase Tuition Reimbursement to \$1,500 per year. (Same benefit as provided to the Fire Supervisors). The current rate of \$1,060 does not cover the cost of one graduate level course. This benefit helps to increase the quality of the City's work force at a very nominal fee. The recipients of this benefit are those employees who study to improve themselves on their own time for the benefit of the City.
- "Change the vacation benefit to allow for up to 2 times the annual entitlement with the Vacation buyback." This would put us in line with Fire Fighters and Fire Supervisors and involves very little cost to the City.
- Reduce the number of years of service required for a 4<sup>th</sup> week of vacation from 15 years to 12 years.

In addition to the above items, the non-affiliated group would also like consideration of the following items be given at some future time.

- Health Insurance Stipend for Retirees - As we all know, health insurance can sometimes be the only thing that keeps people from retiring. Its cost is considerable. Many companies find it advantageous to provide incentives for early retirement of high paid managers. Providing a Health Insurance Stipend

could be such an incentive. We are requesting that an Aldermanic Committee be formed to work with the Employee Retirement Committee to explore this option.

- Return of Special Merits – Until very recently, employees who performed well beyond what was expected could receive a special merit increase. This option gave managers the ability to reward outstanding performance. This option has been taken away so now there is no way to reward an employee who has the initiative to go beyond what is considered satisfactory. We lost a valuable management tool and would like it's reinstatement considered.

We thank you for your time and continued commitment to the citizens of Manchester.

Sincerely,

Jennie Angell  
Information Systems Department  
Non-Affiliated Spokesperson

6

# City of Manchester New Hampshire

*In the year Two Thousand and*

Four

## AN ORDINANCE

“Amending Section 33.081 (4) (a) (Sick Leave) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- I. Amend Section 33.081(4)(a) (Sick Leave) of the Code of Ordinances by deleting language stricken (--) and inserting new language as bolded (**bold**). Language of Section 33.081(4) struck through or bolded remains unchanged.

§ 33.081(4)(a)

Upon death (while employed by the city) or paid retirement, **all accrued sick leave up to a maximum of eighty (80) days, plus one-quarter (1/4) of the balance of the days accrued over eight (80) but not more than on hundred twenty (120) days, shall be payable to the employee or the designated beneficiary.** ~~employees may be paid up to 80 days of accrued sick leave.~~

- II. This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

h

# City of Manchester New Hampshire

*In the year Two Thousand and* Four

## AN ORDINANCE

"Amending Section 33.079(H) (Vacations) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- I. Amend Section 33.079(H) (Vacations) of the Code of Ordinances by deleting language stricken (--) and inserting new language as bolded (**bold**). Language of Section 33.079(H) struck through or bolded remains unchanged.

### § 33.079(H)

Maximum vacation Accrual. No employee shall be permitted to accrue in excess of **two times his/her** ~~one and one-half times his~~ annual earned vacation. For example, an employee who earns ten days of vacation per year shall have no more than ~~15~~ **20** days earned vacation to his credit at any one time; an employee who earns 15 days of vacation per year shall have no more than ~~22 1/2~~ **30** days earned vacation to his credit at any time; and an employee who earns 20 days of vacation per year shall have no more than ~~30~~ **40** days earned vacation to his credit at any one time.

- II. This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

# City of Manchester New Hampshire

*In the year Two Thousand and* Four

## AN ORDINANCE

"Amending Section 33.079 Vacations. of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- I. Amend Section 33.079 Vacations. (Entrance Pay Rates) of the Code of Ordinances adding a new section as follows:

### § 33.079 (C) (8)

Upon approval of a Department Head(s), employees with a balance of at least one half the maximum accrual of their vacation time, may donate up to ten vacation days to another employee per fiscal year. No employee will be authorized to receive a vacation leave donation if, in the opinion of the department head(s), the need for additional vacation will have an adverse affect on the departmental staffing needs, or if said employee is being counseled or disciplined for an unacceptable attendance record.

- II. This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.





# City of Manchester

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101

Tel: (603) 624-6543

Fax: (603) 628-6065

Date: August 23, 2001  
To: Honorable Members of the Human Resources and Insurance Committee  
From: Virginia A. Lamberton *ML*  
Re: **EMPLOYEE BONUS REPORT**  
C: Mayor Robert A. Baines

### ISSUE

Employee Bonus Report referred to the Human Resources Committee for review and report back to the Board of Mayor and Aldermen.

### DISCUSSION

### FINANCIAL IMPACT

FY 2001 budgeted \$52,500 in the General Fund and \$9,000 budgeted for the Enterprises Funds.  
Funds actually use was \$32,379 from the General Fund and \$13,698 from the Enterprise Funds.

### RECOMMENDATION

Human Resources Director recommends tabling this item until the Quality Management's Special Committee sends a report to the Mayor.

7



# CITY OF MANCHESTER

## Office of the City Clerk



Leo R. Bernier  
City Clerk

Carol A. Johnson  
Deputy City Clerk

Paula L-Kang  
Deputy Clerk  
Administrative Services

Matthew Normand  
Deputy Clerk  
Licensing & Facilities

Patricia Piecuch  
Deputy Clerk  
Financial Administration

### - MEMORANDUM -

To: Members, Committee on Human Resources/Insurance  
Aldermen Lopez, Sysyn, Shea, Vaillancourt, O'Neil

From: *Leo*  
Leo R. Bernier  
City Clerk

Date: June 27, 2001

Re: Bonus Report

At the June 5th meeting of the Board, it was voted to refer the above-referenced item to the Committee for review. Enclosed are copies of the report and excerpts of the Board minutes.

Enclosures



# City of Manchester

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101

Tel: (603) 624-6543  
Fax: (603) 628-6065

May 31, 2001

TO: Honorable Members of the Board of Mayor and Aldermen

FROM: Howard Tawney, Acting Human Resources Director

RE: BONUS REPORT

C: Mayor Robert A. Baines

At a recent Board of Mayor and Aldermen meeting it was requested we provide the Board with a list of employees who received a bonus for FY00 and FY01. Attached please find the requested information.

Should you have any questions, please feel free to call me.

## CASH BONUSES IN FY01

DEPARTMENTS	NAMES	BONUS AMOUNTS
Building	Nancy Caplette	\$ 978.20
Building	Denise Vallee	\$ 986.59
Building	Albert Kula	\$ 1,557.41
Elderly Services	Donna Pollock	\$ 1,143.73
Finance	Patricia Frank	\$ 648.96
Fire	Norman Brassard	\$ 1,535.12
Fire	Wayne Georgiana	\$ 1,054.25
Fire	Martin Miccio	\$ 1,295.97
Health	Robin Harper	\$ 1,163.43
Health	Josefa Holguin	\$ 998.97
Health	Anna-Marie Noetzel	\$ 1,652.27
Highway	Timothy Clougherty	\$ 1,852.03
Human Resources	Cheryl Bell	\$ 743.18
Human Resources	Therese Desrosiers	\$ 1,401.11
Human Resources	Arlene Nye	\$ 1,401.11
Information Systems	William Conway	\$ 1,475.14
Information Systems	Richard Linder	\$ 2,041.45
Information Systems	Anthony Schaffer	\$ 1,731.15
Library	Brenda Jarvis	\$ 1,068.91
Parks & Rec	Marc Dupuis	\$ 1,183.48
Parks & Rec	Linda Masewic	\$ 1,309.15
Police	Adrien Cusson	\$ 718.85
Police	William Davies	\$ 1,338.48
Police	Heinz Smith	\$ 567.22
Public Works/EPD	June George	\$ 1,513.43
Public Works/EPD	Arthur Grindle	\$ 819.31
Public Works/EPD	Jeanne Weber	\$ 957.86
Traffic	James Hoben	\$ 1,965.14
Traffic	Gaetano Puglisi, Jr.	\$ 1,106.35
Traffic	Denise Tousignant	\$ 1,169.09
Water	Robert Beaurivage	\$ 2,203.09
Water	Pierre Boissonneault	\$ 1,622.40
Water	David Miller	\$ 1,538.09
Water	David Paris	\$ 2,102.69
Water	Diane Steele	\$ 1,234.29
TOTAL		\$ 46,077.90

7

**CASH BONUSES IN FY00**

<b>DEPARTMENTS</b>	<b>NAMES</b>	<b>BONUS AMOUNTS</b>
Health	Marilyn Deshaies	\$ 1,140.61
Health	Frederick Rusczek	\$ 2,519.48
Highway	Kevin Sheppard	\$ 2,197.11
Highway	Frank Thomas	\$ 2,442.19
Human Resources	Mark Hobson	\$ 2,088.74
Human Resources	Gabriela Walder	\$ 1,409.29
Public Works/EPD	Joann Gray	<u>\$ 820.23</u>
	<b>TOTAL FY00</b>	<b>\$ 12,617.65</b>

7

**DRAFT**

around January there's another request. So, I'm not saying that Bridge Street is responsible, I'm saying that sometimes we have to trace to the source. If someone in a building is not doing their job and ordering the necessary supplies the burden of proof may be on them rather than on someone else.

Mayor Baines interjected that's a good point and that could be the case and let's give the benefit of the doubt.

Alderman Pariseau stated I just wanted to know if we're going to do anything with this letter we got from Commissioner Lafond.

Mayor Baines asked did I get a copy of the letter.

Deputy Clerk Johnson replied we're making more copies, we didn't get to that item yet.

Alderman Wihby stated you can't tell me that there isn't extra paper in other schools that they could have just moved around and sent some to the other schools.

Mayor Baines stated that is a possibility as well and we generate an awful lot of paper here at City Hall at these meetings...

Alderman Hirschmann stated I received from Howard Tawney and all the Aldermen received a "Bonus Report" and it shows bonuses given to City employees in the years 2000 and 2001 and I was just astounded at some of the employees received bonuses of over \$2,000...numerous ones.

Mayor Baines interjected I was too, I ran down to the Human Resources Office when I saw that list.

Alderman Hirschmann asked could we make a referral to the Personnel Committee to possibly look at it in the future of capping of bonuses. Maybe it could be capped at \$500, \$1,000...\$2,000 for a bonus...what are these people doing.

Mayor Baines replied that was set up under the Yarger Decker system...

Alderman Hirschmann stated I think we could amend that system...

Mayor Baines stated perhaps we could and I appreciate your bringing that up because we've had some conversations. I know Alderman Lopez and I have talked about it and a number of others.

Alderman Hirschmann moved that the Bonus Report be referred to the Committee on Human Resources/Insurance for review and report back to the full Board. Alderman Pariseau duly seconded the motion. There being none opposed, the motion carried.

Mayor Baines stated just a clarification on the system, it's the recommendation of the department head to the Human Resources Director, the Executive is not involved in that decision at all, we need to look at that.

Alderman Levasseur stated I've been kind of inundated with a lot of requests about the situation where we are going to be building a fourth high school and I think it's been out there a lot, people have been discussing it, it's been in the paper hither and dither, I would like to say that if we sent a letter to the School Board stating